

## APPLICATION FOR APPROVAL OF SPECIAL COURSES

### General Instructions for Completion:

- This application is designed for requesting approval of all secondary education courses that are not already approved by the State Board of Education. It is to be used whether approval is requested from the Office of Teaching and Learning, the Division of Vocational-Technical Education, or the Division of Special Education.
- If content of special courses can be accommodated through existing State Board of Education approved curricula, special courses will not be approved.
- A core section will be completed on all applications, along with other sections depending on the type of credit sought and the type of course desired. Complete one form for each special course proposed. If the intent is to offer this course for multiple schools in a system, completion of pages 6 and 7 of the application are required.
- Special courses will be approved on a site-by-site basis.
- Request special courses only at the proposed sites where they are to be taught and for the year they are to be taught.
- Special course applications must originate from the central office of a local education agency.
- Special courses are to be taught by fully licensed and properly endorsed instructors. No permits or waivers are allowed. Special courses may not be taught outside the approved area of endorsement, except in the area of technology-based intervention.
- Before assigning a teacher to a special course, the LEA must insure that all currently offered State Board of Education approved courses are taught by an appropriately endorsed teacher. If this is not the case, the proposed instructor of a special course should be assigned to teach in areas where their particular endorsement is in demand for an already State Board approved course. (For example: If the LEA proposes a course to be offered for math credit at ABC High School, all State Board approved math classes must be taught by math endorsed teachers before one of them can be assigned to a special course.)
- All applications must be approved annually by the local board of education and signed by the Director of Schools prior to submission.
- A copy of the curriculum standards to be taught in the special course must be submitted with the application. Information regarding individuals who developed the course and resources used should be included on the application. The standards should follow the same format as that used for all courses. For courses where vocational-technical credit is being requested, a copy of the competency profiles corresponding to the curriculum must also be submitted. These profiles are to be formatted using the template at [www.state.tn.us/education/veforms.htm](http://www.state.tn.us/education/veforms.htm).
- A complete application must be submitted annually, with modifications to the application and curriculum from year to year as needed.
- The deadline for submitting special course applications is **June 1<sup>st</sup>** preceding the school year for which special course approval is being requested, or **September 15<sup>th</sup>** if the course is to start the second semester.
- Special course applications should be submitted to the Commissioner of Education at:  
6<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Pkwy.  
Nashville, TN 37243-0375